## RECORDS PETENTION SCHEDULE RC-50 REV. 7/83

STATE CONNECTICUT
Connec State Library
231 Capitol Ave., Hartford, CT 06106
PUBLIC RECORDS ADMINISTRATION

(1) PAC 1	of	1	
(2) DATE			
6/2/02			

(3) NAM	E OF AGENCY Dept. of Environmental Protection	(4) NAME OF DIVISION	/a	) 6/3/93			
(5) ("X" SCHE		Office of Commissioner/Communications  (6) RETENTION SCHEDULE NUMBER  93-1-7					
		APPROVED RETENTION	T .				
(7) NO.	(8) DESCRIPTIVE TITLE OF RECORD	(9) OFFICE	(10) RECORDS CENTER	(11) LEGAL REQUIREMENTS			
`.							
1.	Photographs (Generally taken in-house for the Citizens Bulletin) Environmental topics	Permanent/Archival		·			
2.	Press Releases, Public Service Announcements (PSA's), Fishing Advisories	1 Year					
3.	. Rex Brasher Prints (Birds of North America)	*					
<u>.</u>	(incomplete set of convergints)	NO Requirement					
	Mileolim to	e decides prints no long ar <del>range transfer</del>	er needed, contact UCON	N Natural History			
4.	I Specules and related correspondence (speeches for	Permanent/Archival					
	·						
_5.	Subscription Cards (Citizens' Bulletin and CT Environ	3 Years or until ( ment) whichever comes l					
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X APPI	PROVED RESTORATORE T APPROVED RESTORATORE T APPROVED RESTORATORE  SIGNATURE  AGENTY RYLO 6/9/93	APPROVED (Public Records Administrator)  Navlu Le	ones State Archi	DATE 7/20/93			

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(3) NAME OF AGENCY		(4) NA	(4) NAME OF DIVISION					
Department of Environmental Protection			Communications Center (6) RETENTION SCHEDULE NUMBER					
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	- ·	<del></del>	APPROVE	D RETENTION				
(7) NO.	(8) DESCRIPTIVE TITLE OF RECORD	(9)		OFFICE		(10) RECORDS CENTER	(11) LEGAL REQUIREMENTS	
1	Radio Transmission Logs : A written record of each		4 (four)	years			None Known	
	Transmission made over D.E.P. radio frequencies to							
	and from D.E.P. field personnel. An example is attached	1						
2	Public Complaint Logs: A specific record of any and all		5 (five)	years			None Known	
	complaints received by this office from the public							
	or other agency requesting or requiring D.E.P. Law				·			
	Enforcement action be taken.							
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	PROVED NOTA OF WINDS ALL ROUNCE RMLD 4/1/93	APPRO	OVED (Public Acco	ords Administrator)	& m	8	DATE 4/20/93	